	<b>Agency Name</b>	Department of Social Services (DSS)
	<b>Chapter No./Name</b>	DSS Policy Manual
	<b>Part No./Name</b>	1/Administrative/Fiscal
	<b>Section No./Name</b>	1-12/Rentals and Leases
	<b>Document No./Name</b>	1-12/Rentals and Leases
	<b>Effective Date</b>	09/12/96

## I. STATEMENT OF PURPOSE, SCOPE AND APPLICABILITY OF POLICY

It is the policy of the Department of Social Services to establish and administer, through the Division of Fiscal Services, a Real Property Rental and Lease Program which will provide uniform procedures for the procurement and management of all real property that is rented or leased by the Department of Social Services, which is in compliance with Chapter 17 of R.S. 39 and which will ensure that adequate space is provided and leased at the most economical cost, and in adherence to specifications requested by the user agency.

This policy applies to all Offices of the Department of Social Services, and all boards and/or commissions administered under the direction of the Department. Procedures applicable to this policy may be obtained from the Department of Social Services Rentals and Leases Manager.

## II. RESPONSIBILITIES

### A. Department of Social Services Secretary


Responsible for Departmental adherence to Chapter 17 of R.S. 39.

### B. Department of Social Services Assistant Secretaries

Responsible for individual Office adherence to Department of Social Services Policy on Rentals and Leases, negotiating leases under 5,000 square feet, lease amendments and options. Each Assistant Secretary will designate in writing his/her Office Rentals and Leases Coordinator.

### C. Department of Social Services Rentals and Leases Manager

1. Serves as primary liaison for the Department with the Division of Administration, Facility Planning and Control including responsibility for:
  - a. Dissemination of Department of Social Services' and Division of Administration's policies and procedures regarding the renting or leasing of real property.
  - b. Responding to inquiries relative to rentals and leases from the Division of Administration, the Office of the Secretary, and all user agencies of the Department of Social Services.
  - c. Verification and submission of documents required by the Division of Administration, and/or mandated by legislation.


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	<b>Section No./Name</b>	1-12/Rentals and Leases
	<b>Document No./Name</b>	1-12/Rentals and Leases
	<b>Effective Date</b>	09/12/96

- d. Reviewing input of new leases into the CFMS System (Contract Financial Management Subsystem).
- e. Ensuring CFMS System is maintained with the most updated information on leased properties for online inquiries by user agencies within DSS.
2. Maintaining complete files on all Department of Social Services real property, rented or leased.
3. Directing studies of Department of Social Services rentals and leases, and compiling results for submission to requesting agencies.
4. Verifying all rental payment information within the Department of Social Services and assisting lessors and the user agencies in tracking said payments.

#### **D. Office Rental and Lease Coordinator**

Person designated by the Assistant Secretary, whose responsibilities include:

1. Serving as primary liaison for the Office to the Department of Social Services Rentals and Leases Office and handling all inquiries for said Office.
2. Maintaining Office files on rented and leased real property, and providing requested information from said files to the Rentals and Leases Office.
3. Inputting of new leasing information into the CFMS System pursuant to DSS Rentals and Leases Procedures.
4. Ensuring that Department of Social Services policy and procedures are followed at the Office level by assisting field offices with completion of documentation.
5. Ensuring that all required documents and electronic data are properly completed and submitted in a timely manner.
6. Directing Office level studies relating to Department of Social Services rentals and leases.

	<b>Agency Name</b>	Department of Social Services (DSS)
	<b>Chapter No./Name</b>	DSS Policy Manual
	<b>Part No./Name</b>	1/Administrative/Fiscal
	<b>Section No./Name</b>	1-12/Rentals and Leases
	<b>Document No./Name</b>	1-12/Rentals and Leases
	<b>Effective Date</b>	09/12/96

## E. Local Office Manager

Responsible for:

1. Completing requests for approval to lease space (RL-2A for negotiable space and RL- 2B for bid space along with disk containing bid specs).
2. Completing lease compliance reports in a timely manner to ensure prompt rental payment.
3. Complying with Department and Office information requests by supplying information and documentation to the Office Rentals and Leases Coordinator for timely submission to the DSS Rentals and Leases Office.